

**WNYRIC Advisory Council Meeting**  
**September 17, 2010--1:00 p.m.-3:00 p.m.**  
**Distance Learning Sites- E1B Education Campus,**  
**E2CC-LoGuidice, GST Wildwood, CA Olean (BOCES) Windfall,**  
**ON Technology Center, NERIC Conference Room 2**

**Attendees:**

Carol Barber (WNYRIC)	Rosanne Huffcut (WNYRIC)
Donald Ogilvie (E1 BOCES)	Mike Graf (CA BOCES)
Dick Lydo (WNYRIC)	Jill Holbrook (WNYRIC)
Valerie Winegarden (WNYRIC)	Tom Nemmer (Hamburg CSD)
Maureen Taylor (WNYRIC)	Lynn Fusco (Alden CSD)
Mary Beth Scullion (Tonawanda CSD)	Joe Steinmetz (for Clark Godshall/ON BOCES)
Tim Clarke (CA BOCES)	Deb Wallace (Prattsburgh CSD)
Maureen Donahue (Friendship CSD)	Dr. Jeffrey Matteson (Canisteo-Greenwood)
Bob Guiffreda (Erie 2 BOCES)	Jean Rexford (WNYRIC)
Deborah Coder (Lockport CSD)	Barb Mocarski (WNYRIC)
Deby Eppolito (Akron)	Susan Lawkowski (E1 BOCES)
Heidi Chaves (Lancaster)	Bob Spino (Erie 2 BOCES)
Paul DiFonzo (Fredonia CSD)	John Brown (Cassadaga Valley CSD)
Roger Klatt (Barker CSD)	Mike Watson (Allegany Limestone CSD)
Bob Olczak (CA BOCES)	

Advisory Council meeting was called to order at 1:00 p.m. by Maureen Donahue.

1. **Minutes approval from June 4, 2010 meeting**- Tom Nemmer made the motion to accept minutes of the June 4, 2010 meeting; Lynn Fusco seconded the motion. The minutes were approved unanimously.
2. **Review of Organizational and Charter Structure**- Carol Barber reviewed the New York State K-12 Organizational Structure model which illustrates where each component corresponds on the flow chart. She also reviewed the structure and representation of the WNYRIC Advisory Council Charter. This includes communication, planning, and policy issues.
3. **Review of membership and attendance expectations**- The WNYRIC Advisory Council is comprised of at least four and no more than six representatives from each of the five BOCES regions. A quorum consists of at least eleven voting members:
  - District Superintendent or designee (voting member)
  - One component School District Superintendent (voting member)
  - One school district Management Services user (voting member)
  - Two school district Instructional representatives (voting member)
  - One Instructional Technology representative (voting member)At large representatives and WNYRIC staff are non-voting members. At large representatives can vote if named as an alternative for a voting member.

4. **Update on the redundancy of the WNYRIC network:** Jill stated the Time Warner circuits are in place and equipment has been installed. Redundant failover has been tested. This allows for redundancy for network activity in case of power loss.
5. **Standards Committee meeting update-** Jill reviewed the two (2) recommendations from the WNYRIC Standards Committee meeting held on August 4, 2010 for Advisory Council action:
  - Motion 1: Bob Spino made a motion to nominate Rick Mardino as Vice Chairperson to the Standards Committee. The motion was seconded by Chuck Marzec and the motion passed unanimously by electronic vote of 12/yes, 0/no.
  - Motion 2: Ron LaVere made a motion to recommend adding Spoon Virtual Application Studio (previously called Virtual Application Studio) to the Standards list per add form submitted by Sheldon Soman of Niagara Wheatfield.
  - The motion was seconded by Bob Spino and the motion passed unanimously by electronic vote of 12 yes/0 no.
  - Motion to approve the two (2) recommendations was motioned by Mike Watson and seconded by Don Ogilvie. The motion carried unanimously.
6. **793 Plan highlights:** Carol stated that SED requires all RIC's to file a 793 Plan each year that outlines new initiatives. Overall initiatives encompass what we do and what is new. SED needs to approve the 793 Plan each year.  
 Barb Mocarski reviewed the following highlights:
  - 1.03-Pilots are being scheduled on utilizing iPads, iPod touches, netbooks and eReaders in the classroom. Anyone who is interested in a pilot should contact Michelle Okal.
  - 1.05- Because of the increase of virtual learning, we will be expanding our Moodle service and will have more details at the service roll out meetings.
  - 1.06- JMT RTI Conference is scheduled for November 15, 2010 at the Erie 1 BOCES Education Campus.
 Rosanne Huffcut reviewed the following:
  - 4.01- QueCentre is a facilities management software that is now available to districts as a service. Several districts are already using in the region.
 Dick L. reviewed the following:
  - 8.11- Coupons are now available for multi function printer repairs and projector preventative maintenance. The MFP coupons are \$179 each on printers less than \$5000 retail.
  - 9.05-A virtual desktop solution using Stoneware is still being piloted in three districts. Will be available in the new service directory.
 Jill H. reviewed the following:
  - 7.02- Beginning Cisco trial of unified telephony tool. ACE product continues to be tested in house for the next several weeks. Will be testing the Avaya product soon.
  - 9.05- Is a new objective to research and investigate green energy solutions.
7. **New Services meeting-** Flyer sent to regions for "save the date"
8. Carol reviewed the new services rollout schedule:
  - October 26, 2010- Fall Service Presentation at CA BOCES, Southern Tier West Salamanca, 9:30 am-11:00 am

- October 26, 2010- Fall Service Presentation at GST BOCES, DL room Avoca, 1:30-3:00 pm
- October 27, 2010- Fall Service Presentation at O/N BOCES, Niagara East Conference Center, 9:00-10:30 a.m.
- November 3, 2010- Fall Service Presentation at Erie 1 BOCES, Room B-1, 1:00-2:30 p.m.
- November 12, 2010- Fall Service Presentation at Erie 2BOCES, LoGuidice Center, Fredonia (Large Group Instruction Room) 1:00-2:30 pm

New services-Rosanne said the WNYRIC is working on pricing for Filebound Express, a new electronic document management service. Demos will be presented in the fall. The software is exactly the same as the WNYRIC hosted option. It is a self contained unit for in district use. Districts will have the option to host at the WNYRIC or use in district.

Dick Lydo will be reviewing the new maintenance coupons available on multi-function printer and projectors.

Jill stated the WNYRIC is piloting directory integration management utilizing financial applications.

Service desk changes - With retirement of Linda Viscusi of the Help Desk, Jill and Dick investigated ways to provide improved service to our customers. The Help Desk has been renamed the Service Desk and will include the Help Desk staff and the NOC Help Desk staff. Sherry Wyckoff-Bauer has been named supervisor of the Service Desk.

Tom Nemmer asked if other options for help desk management would be available beside the USC system. QueCenter has a module for this purpose.

Carol mentioned the changes to Service Directory that will outline information on service level agreements. The detail will outline the responsibilities of the WNYRIC and the responsibilities of the districts. The service directory on the Web will have the latest updates.

24/7 Coverage update- Jill stated a new voice recognition system is currently being implemented to route phone calls more efficiently. The WNYRIC is expanding coverage availability after hours. The core application team is adding two staff members that will be working 2-10 p.m. and will be available for emergency phone calls. There will also be a computer operator on site from 10 p.m. - 6 a.m. for emergency calls.

9. **Statewide shared objectives update**- Carol provided the following updates as of September 2010:

- The RICs collaborated with EduTech to develop uniform answer sheets for Comprehensive French, Comprehensive Spanish, SLP French, SLP Spanish, Geometry, and Integrated Algebra. The plan is to use to common answer sheets for all answer sheets in January 2011.
- Working together supplemental reports to NyStart reports have been developed. The CTE verification report is the latest to be finished.

- Enhanced RIC to RIC network- Continued work on Internet 2 project. Internet2 projects will be shared at the Global Summit being held on March 23, 2011.
- WNYRIC's Broadband redundancy has been enhanced and also added one broadband circuit to charter school in Buffalo.
- The concept of a 5G was tested with a current project assisting the Chautauqua County Department of Civil Service who lost their building in a fire. Assistance was provided by Erie 2 and the WNYRIC to provide short term network access to their Network Operation Center.
- A best practices document regarding wireless networking is being developed for posting to the NYSRics.org web site which was spearheaded by the WNYRIC wide area network team. In addition, DR activities have commenced between CNYRIC and WNYRIC for the enterprise virtual environment, Lower Hudson for Finance Manager data back up, and Eastern Suffolk for their data storage. Conversations continue for other application DR capabilities. RIC to RIC redundancy provides cost effective/accessible options.

10. **Misc.**- Don Ogilvie stated that some of the district superintendents are part of a committee called Technology, Assessments and Instruction. The RICS will be a big part of the data collection and assessment efforts in RTTT.

Future meeting dates:  
 December 17, 2010  
 March 11, 2011  
 June 3, 2011

Motion to adjourn was made by Lynn Fusco and seconded by Tom Nemmer.

Meeting adjourned at 1:45 p.m.

Respectfully submitted:  
 Valerie Winegarden